

Material Selection Policy

I. Purpose of Policy

The Materials Selection Policy of the Du Quoin Public Library has been formulated to serve as a guide for the Library Director and Board of Trustees in the selection of library materials, and to inform the public as to the principles upon which selections of library materials are made.

II. Statement on Intellectual Freedom

The Du Quoin Public Library subscribes to the Library Bill of Rights, the Freedom to Read Statement, and the related supportive documents of the American Library Association, which affirms, among other principles, its belief in the following basic policies:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race, gender, nationality, social, political, or religious views of the authors.
2. Libraries have a responsibility to provide books and other materials presenting several diverse points of view. No library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval.
3. Censorship should be challenged by Libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. The rights of an individual to the use of a library should not be denied or abridged because of age, race, gender, religion, national origins, or social or political views.

Copies of the Library Bill of Rights, the Freedom to Read Statement, and other pertinent documents can be found in the appendix of this policy statement.

III. Library's Service and Collection Goals

The Du Quoin Public Library is a popular materials collection that endeavors to provide the informational tools and access to technology necessary to enrich lives, encourage learning, and build our community. As such, the library continuously acquires, organizes, and makes available materials to fulfill these goals. Such materials typically include, but are not limited to, books, magazines, newspapers, audio recordings, video, downloadable audio and eBooks and online databases.

IV. Responsibility for Selection of Materials

Final responsibility for selecting new books and other library materials lies with the Library Director, who may delegate, to such staff members as are deemed qualified by reason of education and/or experience, authority to make selections in designated areas. Should there be community concern about specific items in the library collections, this should be brought to the Library Director for resolution. The Director will confer with the Library Board of Trustees referencing the American Library Association Bill of Rights.

All materials etc. selections should be made in conformity with the principles and criteria set forth in this policy statement.

V. Selection Sources

Sources from which library materials will be selected for purchase include, but are not limited to, the following:

1. Current review journals including: Library Journal, Booklist, Publishers Weekly.
2. Popular media reviews.
3. Industry bestselling lists & bookstore trending titles lists.
4. Demonstrated usage of existing materials in the shared catalog.
5. Online resources.

VI. Criteria for Selection

The selection of books and other library materials, whether acquired by purchase or gift, will be based on the following criteria:

1. Relevance to the interests and needs of a diverse community.
2. The timeliness of information or anticipated demand.
3. The contribution to strengthening the existing collection or expanding its scope.
4. Local significance of author or subject.
5. The accuracy, authoritativeness, and competence of author or subject.
6. Requests from individuals to which the above criteria can be applied.
7. Suitability of physical form for library use.
8. Price and availability in relation to budget.

It is the goal of the Library to build a balanced collection characterized by materials of current popular interest as well as materials of permanent worth. While popular demand is a significant basis for selection, it must be borne in mind that many great works of scholarship and literature are keystones of modern knowledge and culture but may not necessarily be high-demand items. It is Library policy to select, along with popular-demand items, materials of permanent value.

Textbooks will not be considered for purchase unless such items constitute the best available source of information in a subject. Such materials must serve the general public in order to be considered.

It is not the Library's policy automatically to replace every item when lost or worn out. Need for replacement is weighed in relation to the number of duplicate copies already owned; existence of adequate coverage in the subject field; other similar materials in the collection; and the demand for the specific author, title or subject. It is often more desirable to purchase more up-to-date materials than to continue replacing older ones.

VII. Materials for Children and Young Adults

The collections for children and teens provide materials for children from birth through high school, as well as for adults who care for and work with them. Librarians will utilize the above criteria and their knowledge of children and teens in creating and maintaining this collection. The library does not limit children and teens to use of only materials in the children's and teen collections.

VIII. Censorship

The Library has a responsibility to provide books and other materials presenting several diverse

points of view concerning the problems and issues of our time. It must, therefore, be understood clearly that ownership of library material does not in any way constitute an endorsement by the Library of the ideas or viewpoints expressed therein.

Selections of library materials are not made on the basis of any anticipated approval or disapproval by specific individuals or groups, but solely on the merits of the works in relation to building the collection and serving the needs of library users and the community as a whole. While the Library is aware that one or more persons may take issue with the selection of specific items, the Library does not have to remove from the collection items purchased in accordance with the criteria specified above. Nor will library materials be marked in such a way as to show approval or disapproval, and all materials will stand on open shelves, except to protect specific items from damage or theft or as a result of other unavoidable physical restrictions.

IX. Weeding and Withdrawing

Weeding is important to maintenance of a good library collection and should be performed with the same careful thought and judgment as is selection.

To keep the collection up-to-date and useful, materials should be re-evaluated at regular intervals, with decisions made as to whether to withdraw, repair, or replace. Materials that should be withdrawn include the following:

1. Those proven to be unused over significant periods of time, as defined in accepted professional standards.
2. Those known to be dated and no longer accurate.
3. Those too badly damaged, worn, soiled, etc. to be repaired, unless unique.
4. Those with unattractive formats (small print, yellowed paper, etc.), unless the contents are unique or irreplaceable.

Final responsibility for re-evaluating the library collection and making decisions to withdraw, repair, rebind, or replace lies with the Library Director, who may delegate, to such staff members as are deemed qualified by reason of education and/or experience, authority to re-evaluate designated areas. Unusual problems are to be referred to the Director for resolution.

X. Requests for Reconsideration of Materials

1. If patrons wish to file a complaint about library materials, Form I, Complaint about Library Materials, should be completed. This form stays on file with the Library Director. The Library Director will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out Form II, Request for Reconsideration of Library Materials.
3. When Form II is completely filled out and returned to the library, the Library Director will review the complaint and the material to determine whether the item should remain or be removed from the collection.
4. The Library Director will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the decision in regard to the material in question. The letter

may also include a statement inviting the patron to the library to discuss the matter with the Library Director.

5. After an interview with the Library Director, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who have final authority.

Review of Materials Selection Policy

This policy will be reviewed every three years, if changes are required the Library Board of Trustees will vote on such changes proposed.